The Imperfect Database Saga-

The Annual Report Review Committee tested and retested the 2002 Annual Report Database. The database is imperfect but the committee agreed good enough for presentation at the 2002 Annual Report Database workshop. The following problems were identified and solutions to the problems are noted here. Any problems that could be fixed were fixed. The customized databases have been created so that other fixes cannot be made to the 2002 Annual Report Database. If the customized database your library receives has unacceptable problems, feel free to use the printout of the forms sent to your library to submit the Annual Report to OLIS. In any event, do not send an incomplete database. A database submission is complete with these exceptions spelled out below.

The Application for Grant-In-Aid For Free Public Libraries form.
> The complete form may not appear on the computer screen. This means it may not be possible to fill out the required items electronically. The print button on the electronic form should be available. Click it and fill out the official print copy completely and mail the document according to the instructions on the web.

Collection and Services form.
> Programs Total (data element) does not automatically total. Manually type in the total.
>
> Children's Program Total (data element) does not automatically total. Manually type in the total. Find this data element under Annual Total of Library Program Attendance.
>
> Total Program Attendance (data element) does not automatically total. Manually type in the total. Total only PreSchool, School Age, YA, Adult, Family, Elderly, and General. Do not add Children's Program Total. That constitutes a double count of PreSchool and School Age.

Salaries and Wages form
> After saving entered data and reopening a completed form, a run-time error '424" may appear. Hit "End." The form you want to review will then appear on the screen.
>
> After reopening a completed form following the above instructions to see a form's Salary or Hourly rate (data element), click on the data element's pull down menu. You must select the correct rate name from the pull down menu in order to view the entered data.

Edit Check Reports
> These reports are not reliable. Run them if you need to for submitting the database electronically. There is no harm done. However, when you run a report expect to experience run-time errors. Hit "End." The Current Edit Check Report can take you back to the Main Menu. The Historical Edit Check Report exits out of the database. If this happens, just reopen the database. You should feel free to maneuver around the Reports and use them with caution for your own purposes. OLIS will not rely on these Reports for this year. What OLIS expects every library to do is use the Prior Year data in the forms to check their own Current Year data. Wide differences will need explanation.

The Standards Certification and Request for Waiver forms.
> The electronic versions do not work properly. Use the print copies sent to library directors in the mail. These forms do not automatically provide the city/town and library names on the form. Be sure to add this information and completely fill out the forms needed. Do not fill out the file #. This is for OLIS purposes only.